



Grammar Refresher: Getting You on the Road to Better Business Writing

This 2-hour course, led by Melany Felton or Charon Mckinley, serves as an opportunity for City employees to review parts of speech, capitalization, punctuation, spelling, and commonly misused words in an effort to improve their business writing skills.

The remaining sessions scheduled for 2010 are:

- Monday, May 17 from 2 pm – 4 pm
- Tuesday, August 24 from 9 am – 11 am
- Wednesday, November 17 from 9 am – 11 am

Organization Development & Training Division

Our mission is to constantly build organizational effectiveness by providing the material and conceptual resources needed to improve performance and enhance the quality of work life. We are committed to the continuous growth and development of our people.